


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: Administration	EFFECTIVE DATE: February 15, 2017	POLICY NO.: A-LD1200	PAGE: 1 of 2
TITLE: EXECUTIVE MANAGEMENT COUNCIL				
LAST REVIEWED/REVISED: 02/2017				
ENDORSED: EMC 02/2017				

PURPOSE:

The Executive Management Council is formed to provide a forum for the routine exchange of information, participation in the performance improvement program, problem-solving, and executive direction for Guam Memorial Hospital Authority (GMHA).

POLICY:

A. COMPOSITION

The Executive Management Council (EMC) shall consist of the following executive management staff:

1. Hospital Administrator/CEO
2. Associate Administrator of Operations
3. Associate Hospital Administrator of Medical Services
4. Associate Administrator of Clinical Services
5. Assistant Administrator of Nursing Services or Deputy
7. Associate Administrator of Professional Support Services
8. Skilled Nursing Unit Administrator
9. Chief Financial Officer
10. Hospital Risk Management Program Officer
11. Hospital Compliance Officer
12. Personnel Services Administrator

B. TIME/PLACE

The EMC meetings shall be held monthly or as needed. Meeting venues shall be determined based on room availabilities.

C. CHAIRPERSON

The Chairperson shall be the Hospital Administrator/CEO or designee.

D. RECORDKEEPING

An agenda shall be created by the Hospital Administrator/CEO and minutes shall be recorded. All EMC members are encouraged to place items on the agenda prior to each scheduled meeting. Standing agenda items shall include:

1. Environment of Care Report
2. Patient Safety Report
3. Accreditation Compliance Activities

4. Audit Responses Status Report
5. Legislative Matters
6. Finance Report
7. Human Resources Report
 - a. Patient Satisfaction Survey (This is not human resources related)
 - b. Employee Exit Survey Reports
 - c. Staffing Report
8. Policy Review and Approval

EMC agendas, minutes, and attendance shall be filed in the Administration Office. Records shall be retained in accordance with the hospital's retention of records policy.

E. FUNCTIONS

The EMC shall address the following:

1. Review and adopt policies and procedures relevant to the operation of GMHA. The EMC will also oversee development and revision of the Administrative Manual.
2. Collaborate in the development, review, and revision of the hospital's mission statement, strategic plan, budget(s), and basis for resource allocation, operational plans, and general policies.
3. Review pertinent findings of external agencies, goals progress, and other operational issues.
4. Provide an opportunity for problem solving among the Executive Management Council members.
5. Review new issues in health care administration and changing trends and issues.
6. Communicate extraordinary events and issues requiring administrative action.
7. Review any public policy matter involving GMHA.

RELATED POLICIE(S):

Policy 6433-4 Retention of Records of the Administrative Manual made effective August 1990.

RESCISSION(S):

Policy A-LD1200, Executive Management Council of the Administrative Manual made effective May 1, 2014.

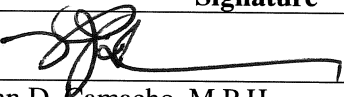
**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Submitted by: Executive Management Council

Policy No.: A-LD1200

Policy Title: Executive Management Council

	Date	Signature
Reviewed/Endorsed:	02/03/17	
Name: Title:	Peter John D. Camacho, M.P.H. Chairman, Executive Management Council	

*Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.